

<p style="text-align: center;">BOARD OF CORRECTIONS JUVENILE CRIME ENFORCEMENT & ACCOUNTABILITY CHALLENGE II CLOSEOUT PROCEDURES</p>

This document was developed to assist Challenge II projects with the closeout of their grant. All of the following requirements must be met to successfully close out your grant and receive all grant funds claimed for reimbursement.

Submission of Progress Reports

All Progress Reports (8 total) for the period of grant operations must be on file at the Board of Corrections (BOC). The final progress report covering grant operations from January 1, 2003 through June 30, 2003 is due at the BOC on August 15, 2003. The Final "Common Data Element" files" is also due at the BOC on August 15, 2003.

Submission of Invoices

All invoices (16 total) must be approved and on file at the BOC. Counties are allowed to submit budget modification requests to the BOC through June 1, 2003. The final invoice is due at the BOC on August 15, 2003 and must reflect any revised budget amounts resulting from an approved budget modification.

Program costs incurred after the end of the grant period (June 30, 2003) are not reimbursable and are the responsibility of the county. NOTE: Pursuant to Contract Amendment 1, counties are allowed to encumber grant and matching funds for activities associated with program evaluation, preparation of evaluation reports, and for the mandated fiscal audit (grant funds cannot be used to pay audit costs). Liquidation of encumbered funds must be completed by October 31, 2003.

Submission of the Final Evaluation Report

The "Final Evaluation Report" is due at the BOC on **September 15, 2003**, and must be in the format outlined in Attachment 1 of this document. This report must meet professional standards for documenting original research. Information presented in the report must be of sufficient detail to permit replication of the program and the research. The final research evaluation report shall describe the conduct and findings of all process and outcome evaluation activities.

Final Audit Report

Final Audit Reports are due at the BOC on October 29, 2003 (120 days following the end of the grant period). The audit must be prepared in accordance with generally accepted auditing standards, Government Auditing Standards for financial and compliance audits, and the BOC Juvenile Crime Enforcement & Accountability Challenge Grant II Audit Guide (Revised July 2001). The person conducting the audit must be a public accountant or certified public accountant, unless the audit is completed by a county auditor (if the county auditor is also the fiscal officer for the grant they are not allowed to perform the audit). Counties planning to meet the audit requirements by way of a single county audit must receive advance approval from the BOC. All single audit requests must be made in writing and contain justification supporting the request, and must include expenditures and accounting testing specific to the project.

Grant funds cannot be used for the audit; however, funds utilized to cover audit costs can be claimed as match.

Counties are encouraged to review the Juvenile Crime Enforcement and Accountability Challenge Grant Audit Guide revised July 2001 to ensure compliance with all BOC audit requirements and the Contract Administration Policies and Procedures Manual for Counties revised August 1999.

Note: All fiscal and program records must be retained for a minimum of three years after project completion or final audit, whichever is later.

Retention of Grant Funds

Pursuant to Challenge II Contract requirements, 5% of the total grant funds may be retained pending satisfactory completion of all required reports, including a final report, audit, and invoices.

ATTACHMENT 1

OUTLINE FOR FINAL PROJECT EVALUATION REPORT

February 2003

Note: This report must meet professional standards for documenting original research. Information presented in the report must be of sufficient detail to permit replication of the program and the research. The report should be in 12-point font, doubled-spaced, with a 1.5 inch margin on the left and a 1 inch margin on the right. Two bound copies should be submitted to the BOC.

- PROJECT SUMMARY (8 Pages Maximum)
 - The Project Summary should be written to serve as a stand-alone document that is “pitched” to the general public. It should contain Summaries of each of the Sections of the Report that follow, and should be written in collaboration with County staff. The summary of the Discussion Section should address each of the five “bullets” listed under the Section.
- INTRODUCTION
 - Theory/Previous Research Underlying Project and Research Hypotheses
- BACKGROUND
 - County-Specific Information In Support of Need
 - County-Specific Information Leading to Project Design
- DESCRIPTION OF THE PROJECT
 - Project Goals/Objectives
 - Clients Served
 - Project Components
 - Service Providers
 - Project Implementation (Including Project Modifications Over Time)
 - Description of Standard Probation Services (or Services Received by Comparison Group)
- HYPOTHESIS TESTING
 - Background Of The Approach To Research
 - Statement Of Hypotheses
 - Methods
 - Sample (including number of cases, timeframe in which selected, method of selection)
 - Design
 - Measures
 - Statistical Analyses

- Results
 - Descriptive Statistics for the Samples
 - Hypothesis Testing Results (restatement of each hypothesis, followed by results for hypothesis, including results of tests of statistical significance)
- OTHER QUANTITATIVE ANALYSES AND FINDINGS [If Applicable]
 - Methods
 - Limitations
 - Results (including results of tests of statistical significance)
- PROCESS EVALUATION ACTIVITIES AND FINDINGS (PROJECT IMPLEMENTATION, PROJECT MANAGEMENT, PROJECT IMPACT, ETC.) [If Applicable]
 - Purpose
 - Approach
 - Procedures
 - Measures
 - Sample
 - Results
- QUALITATIVE (CASE) STUDIES AND FINDINGS [If Applicable]
 - Purpose
 - Approach
 - Procedures
 - Measures
 - Sample
 - Results
- PROGRAM COSTS AND COST EFFECTIVENESS [If Applicable]
- SUMMARY AND CONCLUSIONS
 - Integration of Findings from Hypothesis Testing, Other Quantitative Analyses, Process Evaluation, Qualitative Studies, and Cost Analysis
 - Limitations of Research (including statistical power limitations, if applicable)
 - Recommendations For Future Research
 - Recommendations For Future of Project
- DISCUSSION
 - What We Found That Worked
 - What Didn't Work
 - Problems That We Encountered
 - Future Plans for the Project (including, if applicable, project modifications or enhancements directed at addressing "problems;" project expansion; project features that will be implemented in other projects)
 - Recommendations for Other Counties Considering a Similar Project

- REFERENCES
- ATTACHMENTS (Including Data Collection Instruments)